

APPLICATION TO HAVE HORIZONTAL BANNER HUNG

Banners are hung only for the purpose of promoting public events in the City of Baltimore sponsored by non-profit organizations and to welcome conventions and trade shows. Banners displaying messages or advertisements other than for the above purposes will not be considered or approved for hanging. In order to insure that the Department of Public Works can process your request to hang a horizontal banner, please be sure to fill out this application completely and return it at least 6 weeks prior to the first date requested for installation to:

Office of Permits
200 N. Holliday Street
Baltimore, Maryland 21202
410-396-1916

1. NAME OF NON-PROFIT ORGANIZATION _____

2. CONTACT PERSON'S NAME _____

3. ADDRESS _____ 4. DAYTIME PHONE _____

5. NAME OF EVENT _____

6. TYPE OF EVENT _____ 7. DATE OF EVENT _____

8. LOCATION OF EVENT _____

9. LOCATION(S) OF BANNER TO BE INSTALLED (PRIORITIZE IF APPLICABLE)

A. _____

B. _____

C. _____

10. DATE(S) BANNER TO BE INSTALLED (PRIORITIZE IF APPLICABLE)

A. _____

B. _____

C. _____

11. ILLUSTRATE PROPOSED BANNER COPY BELOW:
(including any sponsors logos, etc.)

12. APPLICANT'S NAME (PLEASE PRINT) _____

APPLICANT'S SIGNATURE: _____ DATE: _____

GUIDELINES FOR THE DISPLAY OF HORIZONTAL (OVER-THE-STREET) BANNERS IN BALTIMORE CITY

1. Banners are hung for the following purposes only:

- A. To promote a public event in the City of Baltimore sponsored by a non-profit organization.
- B. To welcome conventions and trade shows.

Banners displaying messages or advertisements other than for the above purposes will not be considered or approved for hanging.

2. "Application to have Horizontal Banner Hung" must be filed a **MINIMUM OF SIX (6) WEEKS IN ADVANCE**. Locations are made available on a first come, first served basis. In order to have the banner hung, please be sure that you comply with all of the guidelines specified. After your application has been reviewed, you will be called to work out any necessary changes or to be given a confirmation of your request.
3. Banner fabrication specifications:

Banner size must be no larger than 4 feet by 20 feet, printed on one side only.

Banners must have a mesh or net backing. Mesh must be hemmed at top and bottom to form a sleeve through which rope, a minimum of 3/8 inches, must be fed. Rope must be tied off to one (1) inch by two (2) inch metal grommets. Artwork must be on vinyl strips that are sewn onto the mesh so that air can flow through freely. No solid, one-piece banners will be accepted.

All banners must be professionally fabricated and painted. Name, logos, etc. of commercial sponsors may not exceed 20% in total, of banner copy.

4. Banners WILL be displayed for no more than a total of two (2) weeks. Requests for additional weeks, at alternate locations only, will be considered. The Department of Public Works reserves the right to rescind its approval beyond the initial two (2) weeks. Banners are hung for one week increments, normally Monday to Monday. Occasionally, it will be necessary to hang the banners on Tuesday.
5. Standard locations where banners may be hung are shown on the reverse side of the application to have banners hung. Alternate locations will be considered on a case-by-case basis.
6. After your application has been reviewed and approved, the following items must be received a minimum of three (3) weeks prior to the date of installation:

Original copy of Public Liability Insurance Policy.

A Public Liability Insurance Policy in the amount of one million dollars that names the Mayor and City Council of Baltimore and the Department of Public Works as an additional insured must be maintained for the duration of the time the banner is to be installed.

Signed Right of Entry Agreement.

The Signed Right of Entry Agreement (provided after the application is approved) must be signed where indicated and returned.

Check or Money Order Made Payable to "Director of Finance".

A check or money order in the amount of 150.00 per banner per location, is required for hanging banners.

Please mail the above item to:

Office of Permits
200 N. Holliday Street-Lobby
Baltimore, Maryland 21202

BANNER DROP-OFF AND PICK-UP RECORD

PLEASE FILL OUT INFORMATION IN BLOCK 1 ONLY.

REQUEST GROUP	
BANNER SLOGAN	
LOCATION TO BE HUNG	
(DATES)	FROM: TO:
CONTACT PERSON	
PHONE NUMBER	

IF YOU NEED ANY ADDITIONAL INFORMATION, PLEASE CALL JOE AMONICA AT
410-396-7565.

DELIVER TO: OFFICE OF TRANSPORTATION, 6201 EAST LOMBARD ST., BALTIMORE, MD.
21224 BET. THE HRS. OF 8:30 AM AND 3:30 PM
MONDAY THRU FRIDAY, ALONG WITH THIS FORM ATTACHED TO THE BANNER(S).

NOTE: PICK-UP ONE (1) WEEK AFTER TAKE DOWN DATE OR BANNER(S) WILL BE
DISCARDED.

OFFICE USE ONLY

DROP-OFF DATE a ROOM 206	RECEIVED BY ROOM 206
RECEIVED BY OVERHEAD CREW #138	
SIGNATURE:	PICK-UP DATE:
STORAGE ROOM #208	
DROP-OFF DATE	BANNER IN BOX #

NOTIFY CUSTOMER

DATE:	PERSON CONTACTED:
DATE:	
RESPONSE: YES NO	

CUSTOMER'S PICK-UP DATE:	SIGNATURE
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METAL
THIMBLE

3/8" YELLOW
POLYESTER ROPE
AROUND PERIMETER
WITH ROPE CLIPS

1" SPACE FROM LETTERS
TO END OF VINYL

20"

Logo
Panel

ABC

1 2 3

4" BETWEEN EACH
PANEL

100% VINYL COATED
MESH

PANELS SEWN ON
TO MESH

7. Delivery of the banner should be on or just before the Friday preceding the Monday on which your banner is to be hung. The diagram must conform to the one submitted and approved. Deliveries should be made to:

DEPARTMENT OF PUBLIC WORKS
BUREAU OF TRANSPORTATION
6201 E. LOMBARD STREET
BALTIMORE, MARYLAND 21224
ATTN: DENNIS DOUGHERTY

8. Cancellation Notice. If, after you have applied, you decide not to have your banner installed, as a courtesy to other organizations that may wish to have a banner hung, please call the Permit Office at 410-396-1916 to cancel your request. Thank You.

EXAMPLE:

**EXECUTIVE WOMEN'S NETWORK
6TH ANNUAL TRADE SHOW
ORIOLE PARK AT CAMDEN YARDS
FOR INFORMATION: 410-484-3480 FREE ADMISSION**

BANNER LOCATIONS

1.	Pratt St. & Greene St.	14.	Calvert St. & Read St.
2.	Pratt St. & Paca St.	15.	St. Paul & 31 st St.
3.	Pratt St. & Eutaw St.	16.	St. Paul & Mt. Royal
4.	(SHOWCASE OF NATIONS FESTIVAL ONLY) Pratt St. & Howard	17.	Maryland Ave. & Preston St.
5.	(CONVENTION USE ONLY) Pratt St. & Sharp St.	18.	4545 N. Charles St.
6.	(CONVENTION USE ONLY) Pratt St. & Hanover St.	19.	Gwynns Falls & Auchentoroly Terr.
7.	Pratt St. & Charles St.	20.	Park Circle
8.	Pratt St. & Light St.	21.	5500 Harford Rd.
9.	Lombard St. & Hanover St.	22.	(COLLEGE OF NOTRE DAME ONLY) 4700 N. Charles St.
10.	Lombard St. & Eutaw St.	23.	Pratt St. & President St.
11.	Broadway & Bank St.	24.	Luzerne & Eastern Ave.
12.	Eastern Ave. & Macon St.	25.	Kenwood & O'Donnell St.
13.	Light St. & Lee St.	26.	Ponca & Eastern Ave.